*NWD Comments Included.

# Receipt of Funds - PROC1040

## Scope

This process defines procedures for receipt, documentation, CEFMS entry and notification of funding in support of work performed by USACE Activities.  These procedures address all funds received through a Funding Authorization Document, Customer Order, or contributed funds.

Funds received through the Operating Budget are covered in *Departmental Overhead and General and Administrative Support Service Organizations – REF8015 [REF8015]*.

## Policy

**_ER 5-1-11, U. S. Army Corps of Engineers Business Process_**
*[http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-11/entire.pdf]*

**_ER 37-1-26, Issuance and Acceptance of Project Orders_**   *[http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-1-26/entire.pdf]*

**_ER 37-2-10, Accounting and Reporting – Civil Works Activities_**
*[http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-2-10/part1.pdf]*

**_ER 37-345-10, Accounting and Reporting – Military Activities_**
*[http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-345-10/entire.pdf]*

## Responsibility

The Resource Management Office/Directorate (RM) is responsible for recording the receipt of all funding.

The Resource Management Officer is responsible for accurately recording funds in CEFMS under the appropriate program (e.g., MILCON, GI/CG) in coordination with the Program/Project Manager.

The CEFMS project work item responsible employee is responsible for technically approving customer orders and designating alternate responsible employee(s) for their funded work item(s).

## Distribution

CEFMS Project Work Item Responsible Employee[*]

Program Manager (PgM)

Project Manager (PM)

Resource Management Office[*]

## Ownership

The BP/P2 Configuration Manager is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports corporate policy.

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## System References

*Acronyms and Glossary – REF8000 [REF8000]*

*CEFMS Users Manuals Online [http://rmf31.usace.army.mil/cefmsdoc/]*

*Contingency Funds, Project Level – REF8003 [REF8003]*

*Financial Management – REF8014 [REF8014]*

*Initiating a Project in P2 – PROC1030 [PROC1030]*

*Work Acceptance – PROC1000 [PROC1000]*

*Project Execution and Control – PROC3000 [PROC3000]*

*Resource Estimate Development – PROC2040 [PROC2040]*

## Activity Preface

This process is performed whenever funds or funding documents are received.  The project for which funds are received must be created in P2 by using this process: *Initiating a Project in P2 – PROC1030 [PROC1030]*.  By entering the project information in P2, the PDT will be establishing the manner in which they want to manage and report on the project, response: accept including the one-to-one and one-to-many relationships that will exist between P2 and CEFMS.  P2 will generate PR&Cs response:  accept  information for CEFMS as defined in  *Financial Management – REF8014 [REF8014]* in accordance with these relationships.  The PDT will need to plan carefully to ensure they are establishing the P2/CEFMS relationships that will allow them to obtain financial management data needed by the PDT, including the customer.  The PM is responsible for management of funds at the project level.  Refer to  *Financial Management – REF8014 [REF8014]*.

When this process is complete, return to the process that brought you here:  *Initiating a Project in P2 – PROC1030 [PROC1030]* or  *Project Execution and Control – PROC3000 [PROC3000]*.

## Resource Management Office

1.  Record the funds in CEFMS under the appropriate program.

    When funds are received, regardless of source, assure they are loaded to the Parent wWork Item that has been created in CEFMS from P2.  response:  accept suggested change as well changed "parent" to Project

    Refer to *CEFMS Users Manuals Online [http://rmf31.usace.army.mil/cefmsdoc/]* for specific instructions.

**If FAD, goto task #7.  Otherwise, goto task #2.**

2.  Notify CEFMS Project Work Item Responsible Employee to technically approve.

## CEFMS Project Work Item Responsible Employee

3.  Technically approve the customer order in CEFMS.

    The project work items are attached to the customer order during the technical approval process. Refer to *Section 6, Funding, of the CEFMS Users Manual [http://rmf31.usace.army.mil/cefms/doc/user_manuals/funding.pdf]*.

## Resource Management Office

4.  Financially approve the customer order in CEFMS.

    Refer to *Section 6, Funding, of the CEFMS Users Manual [http://rmf31.usace.army.mil/cefms/doc/user_manuals/funding.pdf]*.

## CEFMS Project Work Item Responsible Employee

5.  Accept the customer order in CEFMS.

    Refer to *CEFMS Users Manuals Online [http://rmf31.usace.army.mil/cefmsdoc/].*

6.  Notify RM that the customer order has been accepted.

## Resource Management Office

7.  Notify CEFMS Project Work Item Responsible Employee and PM that funds are available on the project work item.

## CEFMS Project Work Item Responsible Employee

8.  Designate alternate responsible employees for the project work item and ensure the project work item is funded.

    Refer to *Section 6, Funding, of the CEFMS Users Manual [http://rmf31.usace.army.mil/cefms/doc/user_manuals/funding.pdf]*.

**End of activity.**

# Receipt of Funds - PROC1040

**Start**

**Resource Management Office**
- Record funds in CEFMS under appropriate program. (1)

**FAD?** — Y → A

N ↓

**Resource Management Office**
- Notify CEFMS Project Work Item resp Employee to technically approve. (2)

**CEFMS Project Work Item resp Employee**
- Technically approve cust order in CEFMS. (3)

**Resource Management Office**
- Financially approve cust order in CEFMS. (4)

**CEFMS Project Work Item resp Employee**
- Accept cust order in CEFMS. (5)
- Notify RM that cust order has been accepted. (6)

A

**Resource Management Office**
- Notify CEFMS Project Work Item resp Employee & PM that funds available on project work item. (7)

**CEFMS Project Work Item resp Employee**
- Designate alternate resp employees for project work item & ensure project work item is funded. (8)

**End**